

DETERMINATION AND
FINDINGS FOR
SOLE SOURCE PROCUREMENT

Agency: DC Department of Human Services (DHS)
Contract No.: TBD
Caption: Knowledge Transfer and System Stabilization
Contractor: Infosys Public Services

FINDINGS

1. Authority

D.C. Official Code §2-354.04 and 27 DCMR 1304, 1700, and 2005.2 (b)
27 DCMR section 1701.

2. Minimum Need

The District of Columbia (the District) Department of Human Services has a need procure with Infosys Public Services (IPS or the contractor) in order to complete the knowledge transfer process and ensure the stability of the DC Access System (Ref: CW16474 DCAS 2.0) to meet federal guidelines.

3. Estimated Fair and Reasonable Price

The estimated fair and reasonable price to provide the additional required services is a minimum amount of one hundred thousand dollars (\$100,000.00). The maximum order during this transition period is Not-To-Exceed (NTE) four million twenty two thousand, four hundred and forty dollars (\$4,022,440.00). This estimate is based on historical spend data for a four (4) - month period of contract CW16474.

The period of performance is January 3, 2017 to April 30, 2017.

4. Facts That Justify a Sole Source

- a. The current contract expires on December 31, 2016 and does not include an adequate knowledge transfer and system stabilization period.
- b. The current contract assumed that DCAS R2.0 would "Go-live" on July 15, 2016; however, the project was delayed for three (3) months due to unforeseen and unavoidable technical issues.

The first delay, for thirty (30) days, was the result of the vendor and the District not meeting Go-live technical criteria stipulated by the District required to meet the original Go-live date of July 15, 2016. The District set a new Go Live date for August 16, 2016, *allowing the contractor a month required to fix critical defects* before the District could deem R2.0 production ready for launch. The additional month also

enabled District resources to meet training goals and establish an internal help desk team.

The second two (2) - month delay was the result of the Food and Nutrition Services (FNS) rejecting the District's Go-live concurrence request. FNS is one of the federal agencies that funds the DCAS project and FNS' concurrence is required before going live. If the District did not receive concurrence from FNS, the District was subject to possible fines and penalties. FNS required the District to provide explanations and additional work by the District and the contractor to prove to them that DCAS was ready to Go-live. The District was granted concurrence by FNS in September and went live on October 11, 2016.

- c. In order to allow for an adequate knowledge transfer and system stabilization period, the Contracting Officer intends to award a follow on to current contract for up to four (4) months.
- d. This follow on contract is needed to execute the transfer of contractor information to the District's Operations and Maintenance (O&M) team for the DC Access System (DCAS)
- e. The current contractor, IPS, provides maintenance on the current system, and is the sole source for the information required to ensure complete knowledge transfer and operational stability of DCAS.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

DEC 1 - 2016

Date



Lara Zeilinger
Department of Human Services, Director

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Derrick White
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

George A. Schutter
Chief Procurement Officer